

Board Members

Gil Cabrera (Chair)
Mary Casillas Salas (Vice Chair)
Nathan Fletcher
Lidia S. Martinez
Paul McNamara
Rafael Perez
Esther C. Sanchez
James Sly
Marni von Wilpert

Board Meeting Agenda

Thursday, April 6, 2023
9:00 A.M.

San Diego County Regional Airport Authority
Administration Building
Third Floor – Board Room
3225 N. Harbor Drive
San Diego, California 92101

Ex-Officio Board Members

Col. Thomas M. Bedell
Gustavo Dallarda
Gayle Miller

President/CEO

Kimberly J. Becker

Live webcasts of Authority Board meetings can be accessed at
<https://www.san.org/Airport-Authority/Meetings-Agendas/Authority-Board>

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. ***Please note that agenda items may be taken out of order.*** If comments are made to the Board without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Board Services and are available for public inspection.

NOTE: Pursuant to Authority Code Section 2.15, all Lobbyists shall register as an Authority Lobbyist with the Authority Clerk within ten (10) days of qualifying as a lobbyist. A qualifying lobbyist is any individual who receives \$100 or more in any calendar month to lobby any Board Member or employee of the Authority for the purpose of influencing any action of the Authority. To obtain Lobbyist Registration Statement Forms, contact the Board Services/Authority Clerk Department.

PLEASE COMPLETE A SPEAKER SLIP PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

The Authority has identified a local company to provide oral interpreter and translation services for public meetings. If you require oral interpreter or translation services, please telephone the Board Services /Authority Clerk Department with your request at (619) 400-2400 at least three (3) working days prior to the meeting.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:

- **AUDIT COMMITTEE:**
Committee Members: Casillas Salas, Martinez, Perez, Sanchez, Newsom, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Fletcher, Martinez, McNamara, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Cabrera (Chair), Casillas Salas, McNamara, Sly
- **FINANCE COMMITTEE:**
Committee Members: McNamara (Chair), Sly, von Wilpert

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
Liaison: Casillas Salas (Primary), Martinez
- **ARTS ADVISORY COMMITTEE:**
Liaison: Casillas Salas

LIAISONS

- **CALTRANS:**
Liaison: Dallarda
- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cabrera
- **MILITARY AFFAIRS:**
Liaison: Bedell
- **PORT:**
Liaisons: Cabrera (Primary), Fletcher, von Wilpert

- **WORLD TRADE CENTER:**
Representatives: Robert H. Gleason

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**
Representative: Cabrera (Primary), Sly
- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Sanchez (Primary), Perez

CHAIR REPORT:

PRESIDENT/CEO REPORT:

NON-AGENDA PUBLIC COMMENT:

Non-Agenda Public Comment is reserved for members of the public wishing to address the Board on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Board. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups, and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

Note: Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board.

CONSENT AGENDA (ITEMS 1-5):

The consent agenda contains items that are routine in nature and non-controversial. Some items may be referred by a standing Board Committee or approved as part of the budget process. The matters listed under 'Consent Agenda' may be approved by one motion. Any Board Member may remove an item for separate consideration. Items so removed will be heard before the scheduled New Business Items, unless otherwise directed by the Chair.

1. **APPROVAL OF MINUTES:**
RECOMMENDATION: Approve the minutes of the March 2, 2023, regular Board meeting.
2. **ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**
RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.
(Board Services: Tony R. Russell, Director/Authority Clerk)

Thursday, April 6, 2023

3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM FEBRUARY 6, 2023, THROUGH MARCH 12, 2023, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM FEBRUARY 6, 2023, THROUGH MARCH 12, 2023:

RECOMMENDATION: Receive the report
(Procurement: Jana Vargas, Director)

4. APRIL 2023 LEGISLATIVE REPORT:

RECOMMENDATION: Adopt Resolution No. 2023-0027, approving the April 2023 Legislative Report.
(Government Relations: Matt Harris, Director)

CLAIMS

COMMITTEE RECOMMENDATIONS

CONTRACTS AND AGREEMENTS

CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION

5. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH THE SERCO MANAGEMENT SERVICES INC. TO PROVIDE RAMP CONTROL FACILITY SERVICES AT SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2023-0028, approving and authorizing the President/CEO to execute an agreement with Serco Management Services Inc., to provide Ramp Control Facility Services for three (3) years, with options for two (2) one-year extensions exercisable at the sole discretion of the President/CEO, in an amount not to exceed \$4,289,904.

(Airside Operations: Dean Robbins, Manager)

PUBLIC HEARINGS

OLD BUSINESS:

NEW BUSINESS:

CLOSED SESSION:

6. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: *San Diego County Regional Airport Authority v. Aquatherm L.P., et al.*, San Diego Superior Court Case No. 37-2022-00037121-CU-BC-CTL

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REPORT ON CLOSED SESSION:

GENERAL COUNSEL REPORT:

BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:

BOARD COMMENT:

ADJOURNMENT:

Thursday, April 6, 2023

Policy for Public Participation in Board, Airport Land Use Commission (ALUC), and Committee Meetings (Public Comment)

- 1) Persons wishing to address the Board, ALUC, and Committees shall submit a speaker slip to the Clerk prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to submit a speaker slip shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is reserved for persons wishing to address the Board, ALUC, and Committees on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board, ALUC and Committees.
- 4) If many persons have indicated a desire to address the Board, ALUC and Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.

After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

Additional Meeting Information

NOTE: This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2550 at least three (3) working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at www.san.org.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly to the East of the Administration Building across Winship Lane, entrance is now via Liberator Way.

You may also reach the SDCRAA Building by using public transit via the San Diego MTS System, Route 992. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.

DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, MARCH 2, 2023
ADMINISTRATION BUILDING
BOARD ROOM

CALL TO ORDER: Chair Cabrera called the regular meeting of the San Diego County Regional Airport Authority Board to order 9:05 a.m. on Thursday, March 2, 2023, at the San Diego County Regional Airport Authority, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Chair Cabrera led the pledge of allegiance.

ROLL CALL:

PRESENT: Board Members: Cabrera (Chair), Casillas Salas, Dallarda (Ex-Officio), McNamara, Perez, Sanchez, Sly, von Wilpert

ABSENT: Board Members: Bedell (Ex-Officio), Fletcher, Martinez, Miller (Ex-Officio)

ALSO PRESENT: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Board Services/Authority Clerk; Sonja Banks, Assistant Authority Clerk I

Lt Col Jonathan Barr attended on behalf of Board Member Bedell.

PRESENTATIONS:

REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:

- **AUDIT COMMITTEE:** Lee Parravano, Chief Auditor, reported that Audit Committee last met on February 6, 2023, and that the next meeting is scheduled for May 8, 2023. He also reported that Committee Member Carmen Vann resigned from the Committee.

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member McNamara reported that CIPOC had not met since the last board meeting and that the next meeting is April 20, 2023.

- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** Chair Cabrera reported that EPCC last met on February 16th and that the next meeting is scheduled for May 25th.
- **FINANCE COMMITTEE:** Board Member McNamara reported that the Finance Committee last met on February 16th and at that meeting, the committee reviewed the Unaudited Financial Statements for the Seven Months ending January 31, 2023, as well as the Authority's Investment Report.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** Board Member Casillas Salas reported that the Authority Advisory Committee has not met since the last board meeting and that the Committee is scheduled to take a tour of the New T1 Project on March 9th.
- **ARTS ADVISORY COMMITTEE:** Board Member Casillas Salas reported that there were no updates on the Art Advisory Committee and that the next meeting is scheduled for March 23rd.

LIAISONS:

- **CALTRANS:** Board Member Dallarda reported that maintenance crews continue to work to clear roadways due to the recent storms and reported that there are road closures. In regard to Clean California Initiatives, he reported that the call for local beautification projects is out. He also reported that there will be a groundbreaking for a State Beautification Project on Boston Avenue in Barrio Logan to create a linear park. He reported that CALTRANS will be holding Adopt-a-Highway events, as well as Community Cleanup events and Dumpster Days, all over California. He reported there will be an event to clean up I-15 between Downtown and SR-94 on March 25th.
- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that in Sacramento, the bill introduction deadline has passed and that legislators are now working to finalize bill language in preparation for policy committee hearings. He also reported that in Washington, the federal appropriation process is underway. He reported that the Authority's legislative team is working on both fronts to advocate for the Authority's priorities and additional funding for the New Terminal 1 and other projects.
- **MILITARY AFFAIRS:** Lt. Col. Jonathan Barr attending on behalf of Board Member Bedell reported that the military is also embarking on a project as they work to build a new runway.

- **PORT:** None.
- **WORLD TRADE CENTER:** None.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:** Chair Cabrera reported that the SANDAG Board of Directors met once since the last board meeting. and reported that the Board of Directors were asked to accept \$2.5 million in Safe Streets and Roads grant funds and authorize the Chief Executive Officer or designee to execute grant agreements with the Federal Highway Administration.
- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Sanchez reported that staff presented the quarterly progress and performance on grant programs from July 1 to September 20, 2022. She also reported that the Committee received a recommendation to approve Fiscal Years 2024 through 2028 estimated and apportionments for Transportation Development Act.

CHAIR REPORT: Chair Cabrera reported that the Board Retreat date has been moved to April 27th. Board Member von Wilpert, on behalf of the City of San Diego presented Kim Becker, President/CEO with a proclamation, proclaiming February 9th, 2023, as Kim Becker Day. Chair Cabrera reported that Carman Vann has resigned and recognized her for her service on the Audit Committee.

PRESIDENT/CEO REPORT: Kim Becker, President/CEO, reported that Winship Lane is now closed and that all travel in and out of the parking lot off Liberator Way should be safe and use caution. She reported that air travel is expected to increase in late March and April, due to spring break. She also reported that starting June 7th, Spirit will operate daily nonstop service to San Jose; and that Southwest and Alaska will also offer nonstop service to San Jose. She reported that she had dinner with Jeff Freeman, the new CEO of U.S. Travel and discussed how they can support the needs of large hub airports. She also reported that she and Matt Harris will be attending the GAC meeting in April that is held as part of the U.S. Travel Meeting Gateway Council. She reported that the Executive Leadership Team met with Captain Laurie Scott, U.S. Navy that included a tour of the Construction site. She reported that the Leadership Team will tour China Lake, where the Navy is building a new runway. She reported that Scott Brickner was nominated for the San Diego Business Journal CFO of the Year. She reported that the Employee Appreciation Lunch would be held on March 3rd. She reported that March 8th is International Women's Day and that the Authority's Women Leadership Group would be meeting to celebrate the social, economic, and cultural achievements of women.

NON-AGENDA PUBLIC COMMENT: None

CONSENT AGENDA (ITEMS 1-14):

ACTION: Moved by Board Member Sanchez and seconded by Board Member Casillas Salas to approve the Consent Agenda. Motion carried by the following votes: YES – Cabrera, Casillas Salas, McNamara, Perez, Sanchez, Sly, von Wilpert; NO - None; ABSENT – Fletcher, Martinez; (Weighted Vote Points: YES-79; NO - 0; ABSENT – 21)

1. **APPROVAL OF MINUTES:**
RECOMMENDATION: Approve the minutes of the January 19, 2023, special Board meeting and February 2, 2023, regular Board meeting.
2. **AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM JANUARY 9, 2023, THROUGH FEBRUARY 5, 2023, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 9, 2023, THROUGH FEBRUARY 5, 2023:**
RECOMMENDATION: Receive the report
3. **MARCH 2023 LEGISLATIVE REPORT:**
RECOMMENDATION: Adopt Resolution No. 2023-0017, approving the March 2023 Legislative Report.
4. **APPOINTMENT OF AUTHORITY ADVISORY COMMITTEE MEMBERS:**
RECOMMENDATION: Adopt Resolution No. 2023-0018, appointing Sean Elo-Rivera and Emily Wier to the Authority Advisory Committee.
5. **ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**
RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

CLAIMS:

6. **REJECT THE CLAIM OF ENID NEWSOME:**
RECOMMENDATION: Adopt Resolution No. 2023-0019, rejecting the claim of Enid Newsome.
7. **REJECT THE CLAIM OF BRENDA HENTON-PRICE:**
RECOMMENDATION: Adopt Resolution No. 2023-0020, rejecting the claim of Brenda Henton-Price

COMMITTEE RECOMMENDATIONS:

- 8. FISCAL YEAR 2023 SECOND QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
- 9. REVISION TO THE FISCAL YEAR 2023 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2023-0021, approving the revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor.

CONTRACTS AND AGREEMENTS:

- 10. APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY TO INCREASE CONTRACT DURATION FOR THE SHUTTLE LOT RELOCATION PROJECT AT SAN DIEGO INTERNATIONAL AIRPORT:**
RECOMMENDATION: Adopt Resolution No. 2023-0022, approving and authorizing an increase in the President/CEO's change order authority to increase the contract duration from 269 days to 380 days, for Project No. 413002 Shuttle Lot Relocation at San Diego International Airport.
- 11. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AGREEMENT WITH WILLIS TOWERS MIDWEST, INC. FOR OPERATIONAL INSURANCE BROKERAGE SERVICES AND OTHER RISK MANAGEMENT SERVICES EXTENDING THE TERM TO ALIGN WITH THE CONSTRUCTION BROKERAGE SERVICES CONTRACT PERIOD AND INCREASING THE COMPENSATION AMOUNT:**
RECOMMENDATION: Adopt Resolution No. 2023-0023, approving and authorizing the President/CEO to execute a Third Amendment to the agreement with Willis Towers Watson Midwest, Inc. extending the term for 14.5 months and increasing the not to exceed compensation amount by \$138,950.

CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION:

- 12. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 12, GROUP 7, PROJECT NO. 381207 THIRTY-FOUR (34) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON TWENTY-FIVE (25) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:**

RECOMMENDATION: Adopt Resolution No. 2023-0024, awarding a contract to S & L Specialty Construction, Inc. in the amount of \$1,487,182.00 for Phase 12, Group 7, Project No. 381207, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.

- 13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT FOR INVESTMENT ADVISORY SERVICES TO CHANDLER ASSET MANAGEMENT, INC:**

RECOMMENDATION: The Finance recommends that the Board adopt Resolution No. 2023-0025, approving and authorizing the President/CEO to execute an agreement for investment advisory services to Chandler Asset Management, Inc. for a term of three years with two (2) one-year options to extend the term with a maximum amount payable not-to-exceed \$1,900,000.

- 14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE THREE ON-CALL TECHNICAL AIRPORT PLANNING SERVICES AGREEMENTS AT SAN DIEGO INTERNATIONAL AIRPORT:**

RECOMMENDATION: Adopt Resolution No. 2023-0026 approving and authorizing the President/CEO to negotiate and execute three On-Call Technical Airport Planning Services agreement, one with Ricondo & Associates, Inc., one with Landrum & Brown, Inc., and one with Jacobsen-Daniels Associates, LLC, each for a term for three (3) years, with the option for two (2) one-year extensions, in a maximum total aggregate amount not-to-exceed \$7,000,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport.

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

The Board recessed at 9:27 a.m. and reconvened at 9:29 a.m.

CLOSED SESSION: The Board recessed into Closed Session at 9:29 a.m. to hear Items 16 and 17.

15. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.

Number of Cases: 1

16. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov Code §54956.9)

Navy Boat Channel Environmental Remediation

Number of potential cases: 1

17. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code §54956.8)

Property: The subject property consists of two parcels (Parcels 1 and 2) of real property located on or next to the west end of Runway 9-27 at San Diego International Airport (SAN). The two parcels contain a combined total of 17.47 acres (761,147 sq. ft). Parcel 1 with 14.03 acres (611,147 sq. ft.) is located at the base of Runway 9-27 on its west end and Parcel 2 with 3.44 acres (150,000 sq. ft.) abuts Runway 9-27 on its north side, east of Parcel 1. The two parcels are more specifically described in the Lease Agreement between the United States of America and the San Diego County Regional Airport Authority, Authority Lease No. LE-0107.

Agency negotiators: Hampton Brown, Susan Diekman, Lourdes Bernhard, Jayne Vanderhagen, Matt Harris, Amy Gonzalez

Negotiating Parties: Gregory Magnuson, David Bixler, Department of Navy, acting by and through the Commander, Naval Facilities Engineering Systems Command Southwest

Under negotiation: Price and terms of payment.

REPORT ON CLOSED SESSION: The Board adjourned out of Closed Session at 10:05 a.m.

There was no reportable action.

GENERAL COUNSEL REPORT: None

BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:

BOARD COMMENT:

ADJOURNMENT: The meeting was adjourned at 10:05 a.m.

APPROVED BY A MOTION ON THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
BOARD THIS 6TH DAY OF APRIL 2023

ATTEST:

TONY R. RUSSELL, DIRECTOR
BOARD SERVICES/AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: April 6, 2023

Subject:

Acceptance of Board and Committee Members Written Reports on their Attendance at Approved Meetings and Pre-Approval of Attendance at Other Meetings Not Covered by the Current Resolution

Recommendation:

Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

Background/Justification:

Authority Policy 1.10 defines a “day of service” for Board Member compensation and outlines the requirements for Board Member attendance at meetings.

Pursuant to Authority Policy 1.10, Board Members are required to deliver to the Board a written report regarding their participation in meetings for which they are compensated. Their report is to be delivered at the next Board meeting following the specific meeting and/or training attended. The reports (Attachment A) were reviewed pursuant to Authority Policy 1.10 Section 5 (g), which defines a “day of service”. The reports were also reviewed pursuant to Board Resolution No. 2019-0074, which granted approval of Board Member representation for attending events and meetings.

The attached reports are being presented to comply with the requirements of Policy 1.10 and the Authority Act.

Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2023 Budget

Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

Tony R. Russell
Director, Board Services/Authority Clerk

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

Period Covered: 01/03/2023-current		
Board Member Name: Nathan Fletcher		
Date: 3/27/23		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	March 9, 2023/Virtual Meeting 3pm	Airport Port Liaison Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	Jan 27, 2023/Virtual Airport Authority Board Brief	Discuss: Escalation, Plan of Finance, Parking, PEPR
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Nathan Fletcher Digitally signed by Nathan Fletcher
Date: 2023.03.28 14:25:55 -07'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

Period Covered: March 2023		
Board Member Name: Lidia S. Martinez		
Date: 3/27/23		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/1/23 - 11am - Teams Meeting - Board Orientation 3/1/23 - 2pm - San Diego Airport T2	Teams Meeting - Board Orientation: Revenue, Marketing & Innovation Appointment to apply for Authority Sterile Badge
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/6/23 - 11am - Teams Meeting - Transit Board Briefing	Teams Meeting - Board Briefing: Transit
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/9/23 - 9am - San Diego Airport - NT1	Authority Advisory Committee NT1 Tour
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/14/23 - 1pm - San Diego Airport - T2	SDCRAA Badge Training Appointment
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/22/23 - 2pm - 2722 Truxton Road, San Diego, CA 92106	One-on-one meeting with Chief Auditor Parravano
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Lidia S. Martinez

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

Period Covered:		March 2023
Board Member Name:		Paul McNamara
Date:		3/31/23
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	3/2/2023/0900/SDCRAA/Meeting	Monthly Board Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Paul McNamara Digitally signed by Paul McNamara
Date: 2023.03.31 09:39:46 -07'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

Period Covered: 3/1/23-3/31/23		
Board Member Name: Rafael Perez		
Date: 3/30/23		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	3/2/23 Airport Authority Admin.	Board/ ALUC
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/9/23 Viejas Resort Casino	SANDAG Retreat Day 1
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/10/23 Viejas Resort Casino	SANDAG Retreat Day 2
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/14/23 Marine Room	Kyoto Prize Dinner
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	3/20/23 Liberty Station- Authority Satellite Offices	Meeting with Audit (Parravano)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	3/27/23 Airport Authority Admin.	Exec/Finance Mtg.
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Rafael Perez Digitally signed by Rafael Perez
Date: 2023.03.30 16:12:39 -07'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

Period Covered:		
Board Member Name:		
Date:		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
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<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: *Mari Weller*

Staff Report

Meeting Date: April 6, 2023

Subject:

Awarded Contracts and Approved Change orders from February 6, 2023 through March 12, 2023 and Real Property Agreements Granted and Accepted from February 6, 2023 through March 12, 2023

Recommendation:

Receive the report

Background/Justification:

Policy Section Nos. 5.01, Procurement of Services, Consulting, Materials, and Equipment, 5.02, Procurement of Contracts for Public Works, and 6.01, Leasing Policy, require staff to provide a list of contracts, change orders, and real property agreements that were awarded and approved by the President/CEO or her designee. Staff has compiled a list of all contracts, change orders (Attachment A) and real property agreements (Attachment B) that were awarded, granted, accepted, or approved by the President/CEO or her designee since the previous Board meeting.

Fiscal Impact:

The fiscal impact of these contracts and change orders are reflected in the individual program budget for the execution year and on the next fiscal year budget submission.

Amount to vary depending upon the following factors:

1. Contracts issued on a multi-year basis; and
2. Contracts issued on a Not-to-Exceed basis.
3. General fiscal impact of lease agreements reflects market conditions.

The fiscal impact of each reported real property agreement is identified for consideration on Attachment B.

Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

Application of Inclusionary Policies:

Inclusionary Policy requirements were included during the solicitation process prior to the contract award.

Prepared by:

Jana Vargas
Director, Procurement

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 6, 2023 through March 12, 2023

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
2/6/2023		South County Industrial Emergency Council	The Contractor will provide ARFF Live Fire Training at the San Diego International Airport.	Informal RFP	Airside & Terminal Operations	\$47,000.00	12/31/2023
2/10/2023		Bottomline Technologies	The Contractor will provide maintenance and support services for Transform software for the San Diego County Regional Airport Authority.	Informal RFP	Information & Technology Services	\$7,939.51	2/28/2024
2/14/2023		Cartwright Termite & Pest Control, Inc.	The Contractor will provide on-call bird abatement services for the San Diego County Regional Airport Authority.	RFP	Airport Planning	\$800,000.00	2/12/2026
2/15/2023		SilkRoad Technology	The Contractor will provide a performance management tool for the San Diego County Regional Airport Authority.	Informal RFP	Information & Technology Services	\$16,192.87	2/29/2024
2/15/2023		MSC Industrial Supply	The Contractor will provide an ice machine for the San Diego County Regional Airport Authority	Informal RFP	Facilities Management	\$7,762.77	2/15/2023
2/21/2023		Apollo Graphics	The Contractor will provide printing of business cards and forms for the San Diego County Regional Airport Authority.	Informal RFP	Procurement	\$10,000.00	2/21/2023
2/22/2023		Dell	The Contractor will provide a Dell VXRail for the San Diego County Regional Airport Authority.	Consortium	Information & Technology Services	\$143,300.97	7/31/2023
2/23/2023		Total Green Landscaping	The Contractor will provide the furnish and installation of one (1) palm tree for the San Diego County Regional Airport Authority.	Informal RFP	Facilities Management	\$8,500.00	3/21/2023
2/27/2023		Echelon Front, LLC	The Contractor will provide echelon front virtual webinars for the San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$5,000.00	2/6/2024
3/1/2023		Mathison Technologies Inc.	The Contractor will provide a DEI platform solution for the San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$22,200.00	2/29/2024
3/6/2023		Evergreen Construction & Consulting, Inc. dba EvergreenCali	The Contractor will provide on-call mechanically operated window covering repair services at the San Diego International Airport.	RFP	Facilities Management	\$200,000.00	3/14/2026
3/9/2023		Amerigas Propane LP	The Contractor will provide propane services to support ARFF Live Fire Training that meets FAR Part 139 requirements for the San Diego County Regional Airport Authority.	Informal RFP	Airside & Terminal Operations	\$10,000.00	12/31/2023
3/9/2023		Equity Fitness	The Contractor will provide two (2) replacement treadmills in the Administration Building gym for the San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$12,135.00	3/20/2023

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 6, 2023 through March 12, 2023

New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
2/6/2023		Best Best & Krieger LLP	The Contract was approved by the Board at the December 1, 2022 Board Meeting. The contract value reflects the total not-to-exceed cost for the entire pool of contractors. The Contractor is one of six (6) contractors who will provide general legal services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$3,900,000.00	12/1/2025
2/9/2023		MSC Industrial Supply	The Contract was approved by the Board at the February 2, 2023 Board Meeting. The awarded Blanket Purchase Orders are for an amount not to exceed One million Two Hundred Ninety Thousand Dollars (\$1,290,000.00), with Nine Hundred Ninety Thousand (\$990,000.00) allocated to the Facilities Management Department and Three Hundred Thousand (\$300,000.00) allocated for Authority-wide use. The Contractor will provide facilities maintenance, repair and operations supplies (MRO) for the San Diego County Regional Airport Authority.	RFB	Facilities Management	\$990,000.00	2/9/2026
2/9/2023		MSC Industrial Supply	The Contract was approved by the Board at the February 2, 2023 Board Meeting. The awarded Blanket Purchase Orders are for an amount not to exceed One million Two Hundred Ninety Thousand Dollars (\$1,290,000.00), with Nine Hundred Ninety Thousand (\$990,000.00) allocated to the Facilities Management Department and Three Hundred Thousand (\$300,000.00) allocated for Authority-wide use. The Contractor will provide facilities maintenance, repair and operations supplies (MRO) for the San Diego County Regional Airport Authority.	RFB	Facilities Management	\$300,000.00	2/9/2026
2/22/2023	381206	S&L Specialty Construction, Inc.	The Contract was approved by the Board at the January 5, 2023 Board Meeting. The Contractor will provide sound attenuation improvements for certain residences around the San Diego International Airport.	RFB	QHP & Noise Mitigation	\$1,121,124.00	3/22/2024
3/2/2023		Kaplan Kirsch & Rockwell LLP	The Contract was approved by the Board at the December 1, 2022 Board Meeting. The contract value reflects the total not-to-exceed cost for the entire pool of contractors. The Contractor is one of six (6) contractors who will provide general legal services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$3,900,000.00	12/1/2025

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 6, 2023 through March 12, 2023

Amendments and Change Orders

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value (%) (+ / -)	New Contract Value	New End Date
2/9/2023		Howroyd-Wright Employment Agency Inc. dba AppleOne	The First Amendment is to reflect the Contractor's legal name change from "Howroyd-Wright Employment Agency Inc. dba AppleOne" to "AppleOne Inc. dba AppleOne Employment Services". There is no increase in the total compensation. The Contractor provides temporary staffing services for the San Diego County Regional Airport Authority.	Talent, Culture & Capability	\$3,000,000.00	\$0.00	0.0%	\$3,000,000.00	12/19/2025
2/10/2023		Chandler Asset Management	The First Amendment is to extend the Agreement's term Ninety (90) days and add funds in the amount of \$97,000.00. The Contractor provides investment advisory services for the San Diego County Regional Airport Authority.	Finance & Risk Management	\$980,000.00	\$97,000.00	9.9%	\$1,077,000.00	5/1/2023
2/23/2023		Nearmap US, Inc.	The First Amendment is to extend the Agreement's term by one (1) year and increase the total amount payable by Twenty Two Thousand Five Hundred Dollars (\$22,500.00). The Contractor provides aerial photo services for the San Diego County Regional Airport Authority.	Airport Design & Construction	\$22,500.00	\$22,500.00	100.0%	\$45,000.00	3/18/2024
3/1/2023		Wesco Distribution	The First Amendment to the Blanket Purchase Order extends the agreement by Ninety (90) days. The Contractor provides electrical supplies for the San Diego County Regional Airport Authority.	Facilities Management	\$231,087.00	\$0.00	0.0%	\$231,087.00	3/31/2023
3/3/2023		Workable	The First Amendment provides a plan upgrade from Standard Package to the Premier Package that will allow the Authority to access additional features and modules. Workable has agreed to this upgrade at no additional cost. The Contractor provides an applicant tracking system for the San Diego County Regional Airport Authority.	Talent, Culture & Capability	\$30,000.00	\$0.00	0.0%	\$30,000.00	12/21/2023

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 6, 2023 through March 12, 2023

Amendments and Change Orders Approved by the Board

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value (%) (+ / -)	New Contract Value	New End Date
			NO AWARDED AMENDMENTS APPROVED BY THE BOARD						

Staff Report

Meeting Date: April 6, 2023

Subject:

April 2023 Legislative Report

Recommendation:

Adopt Resolution No. 2023-0027, approving the April 2023 Legislative Report.

Background/Justification:

The Authority's Legislative Advocacy Program Policy requires that staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A). The April 2023 Legislative Report updates Board members on legislative activities that have taken place since the previous Board meeting. In directing staff, the Authority Board may take a position on pending or proposed legislation that has been determined to have a potential impact on the Authority's operations and functions.

Federal Legislative Action

In Washington, President Biden released his Fiscal Year 2024 budget request on March 9th, 2023. The House and Senate Committees on Appropriations are beginning to hold budget hearings and work on an appropriations package. In the House, talks are ongoing surrounding a potential budget resolution and will continue throughout the year.

The House Committee on Transportation and Infrastructure and the Senate Committee on Commerce, Science, and Transportation are continuing to solicit input from various industry stakeholders and hold hearings surrounding FAA reauthorization legislation due in September 2023. Airports, through our national trade associations, have agreed on a set of policy recommendations that were submitted to Senate and House committee leadership and the San Diego Congressional Delegation members.

The Airport Authority's Government Relations staff and federal legislative consultants are reviewing and monitoring for any new funding opportunities available to support the Authority's initiatives and operations.

Phil Washington has been renominated by President Biden to be the next Federal Aviation Administrator and has had a nomination hearing before the Senate Commerce Committee. Washington is expected to be confirmed after gaining support from Senate Majority Leader Schumer and Senate Commerce Committee Chair Maria Cantwell.

The Authority's legislative team recommends that the Board adopt a WATCH position on S.66, the NOTAM Improvement Act of 2023 (companion legislation to H.R. 346 on which the Board previously adopted a WATCH position), which aims to enhance the FAA's Notice to Air Missions System.

The Authority's legislative team also recommends that the Board adopt a WATCH position on H.R. 458, the Transportation Security Administration (TSA) Second Screening Act, which would offer passengers a second screening using advanced imaging technology instead of a mandatory physical pat-down.

State Legislative Action

The Legislature adjourned for Spring Recess on March 30th and will reconvene next week on April 10th. Upon return, the Senate and Assembly will continue to review legislation that is referred to the various policy committees for consideration, where it may be amended, debated, or held for further study. The last day for policy committees to hear and report to fiscal committees any fiscal bills introduced in their house is Friday, April 28th. The purpose of this deadline is to ensure that fiscal bills, which involve appropriations or changes to the state budget, are thoroughly reviewed and analyzed by both policy and fiscal committees before they are sent to the full Legislature for consideration on the Senate or Assembly floor.

The Senate and Assembly continue to hold budget subcommittee hearings reviewing specific areas of the budget, such as the transportation infrastructure package, and climate investments. The subcommittees will present their findings and recommendations to the full Legislature, which will then use this information to develop a final budget agreement with the Administration. Although the state budget forecast remains concerning, the Administration intends to re-evaluate its initial budget proposal, including reductions and delays in the May Revise following the April tax receipts. Meanwhile, the Legislature's budget subcommittee process will persist throughout April and finalize its work in May.

Additionally, the Airport Authority's Government Relations staff and legislative consultants are reviewing and monitoring the budget discussions for any new funding opportunities available to support the Authority's initiatives and operations.

The legislative team continues to review and analyze bills for potential impacts on the Authority and San Diego International Airport. The Authority's legislative team does not recommend that the Board adopt any new positions on state legislation at this time.

Fiscal Impact:

Not applicable.

Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

Matt Harris

Director, Government Relations

RESOLUTION NO. 2023-0027

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPROVING THE APRIL 2023 LEGISLATIVE REPORT

WHEREAS, the San Diego County Regional Airport Authority (“Authority”) operates San Diego International Airport and plans for necessary improvements to the regional air transportation system in San Diego County, including serving as the responsible agency for airport land use planning within the County; and

WHEREAS, the Authority has a responsibility to promote public policies consistent with the Authority’s mandates and objectives; and

WHEREAS, Authority staff works locally and coordinates with legislative advocates in Sacramento and Washington, D.C. to identify and pursue legislative opportunities in defense and support of initiatives and programs of interest to the Authority; and

WHEREAS, under the Authority’s Legislative Advocacy Program Policy, the Authority Board provides direction to Authority staff on pending legislation; and

WHEREAS, the Authority Board, in directing staff, may adopt positions on legislation that has been determined to have a potential impact on the Authority’s operations and functions.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD HEREBY that the Board hereby approves the April 2023 Legislative Report (“Attachment A”); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 6th day of April 2023, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

April 2023 Legislative Report

State Legislation

New Assembly Bills

No new Assembly bills to report.

*Shaded text represents new or updated legislative information

Assembly Bills from Previous Report

Legislation/Topic

AB 929 (McKinnor) Alcoholic Beverage Licenses: off-sale privileges: airports.

Background/Summary

AB 929 would authorize an airport operator to permit or prohibit the sale of alcoholic beverages for off-sale consumption by the holder of an on-sale license located in an airport terminal. The bill would authorize the on-sale licensee to sell alcoholic beverages for off-sale consumption in the airport terminal subject to specified requirements, including that the license permits on-sale consumption of the type of alcohol being sold for off-sale consumption. Additionally, the measure would require the licensee to notify the Department of Alcoholic Beverage Control (DABC) before selling any alcoholic beverages for off-sale consumption in the airport terminal. This bill would also authorize DABC to impose conditions on a licensee selling alcoholic beverages under these provisions.

Anticipated Impact/Discussion

This bill would provide the Airport Authority with flexibility to place health and safety restrictions on the off-sale consumption of alcoholic beverages within the airport terminal, including, but not limited to, defining the areas of the terminal within which off-sale consumption is permitted and requiring alcoholic beverages sold for off-sale consumption to be in closed or open containers. Authority staff have contributed to the development of the bill's text and the Authority's legislative team will work with the California Airports Council (CAC) to closely monitor the development of this bill language as it proceeds through the legislative process.

Status: 02/23/2023 - Referred to Assembly Committee on Governmental Organization

Position: Support (03/02/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 534 (McCarty) Local agencies: airports: customer facility charges

Background/Summary

AB 534 would authorize airports to require rental companies to collect a customer facility charge or an alternative customer facility charge under specified circumstances for purposes that include financing, designing, and constructing or operating airport vehicle rental facilities and common-use transportation systems. Current law, beginning January 1, 2024, provides that the authorization for an airport to impose a customer facility charge becomes inoperative when the bonds used for financing are paid, except as specified. This bill would delete the provision ending the authorization described above.

Anticipated Impact/Discussion

This bill would eliminate the sunset date for airports to commence the process to impose the alternative daily rental car facility Customer Facility Charge (CFC). This sunset date functions as an artificial deadline and does not allow California airports to begin the process to impose the fee at a time that matches the growth and development experience of the airport nor the aging and deterioration of existing facilities that are in need of replacement. The bill would also allow the Airport Authority to continue to collect the CFC after the Rental Car Center bonds are fully paid, which will allow CFCs to continue to fund the operation of the Rental Car Center and passenger conveyance after that point. The Authority's legislative team will work with the California Airports Council (CAC) to closely monitor the development of this bill language for any additional impacts on San Diego International Airport (SDIA) and the Airport Authority.

Status: 03/21/2023 - Passed Assembly Committee on Privacy and Consumer Protection by vote of 11-0

Position: Support (03/02/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 480 (Ting) Surplus land

Background/Summary

AB 480 would expand the definition of exempt surplus land to include land that is owned by a California public-use airport on which residential use is prohibited. This bill clarifies that exemption pursuant to Federal Aviation Administration Order 5190.6B, Airport Compliance Program, and Chapter 20 of Compatible Land Use and Airspace Protection. Additionally, the bill also makes definitional changes with respect to project criteria, project applicant eligibility along with a number of other non-substantive changes.

Anticipated Impact/Discussion

This bill includes an exemption of land owned by California public-use airports on which residential use is prohibited pursuant to specified federal law. In consultation with the California Airports Council (CAC) and other stakeholders, Assemblymember Phil Ting has introduced AB 480 to provide clarification to a number of provisions from his original surplus land bill, AB 1486 Chaptered in 2019, among them is to expand the definition of exempted surplus property to include California public-use airport lands. The Authority's legislative team will work with the California Airports Council (CAC) to identify an industry-wide position, if needed, and closely monitor the development of this bill language for any additional impacts on San Diego International Airport (SDIA) and the Airport Authority.

Status: 03/15/2023 - Referred to Assembly Committee on Local Government; Set for Hearing on 03/29/23

Position: Support (03/02/2023)

*Shaded text represents new or updated legislative information

New Senate Bills

No new Senate bills to report.

*Shaded text represents new or updated legislative information

Senate Bills from Previous Report

None

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

Legislation/Topic

H.R. 458 (Cohen) The Transportation Security Administration (TSA) Second Screening Act

Background/Summary

The bill would require the Transportation Security Administration (TSA) to offer passengers a second screening using advanced imaging technology instead of a mandatory physical pat-down. It aims to limit physical interaction between agents and passengers to protect their privacy and screening preferences. It will additionally increase health and safety from diseases like COVID-19.

Anticipated Impact/Discussion

The San Diego International Airport prioritizes safety concerns and the privacy of their passengers. An option for additional screening instead of a pat-down would help passengers feel safer and prevent the spread of communicable diseases. It would also prevent passengers who may feel uncomfortable with being touched from undergoing an unnecessary physical search. However, security wait times could also be affected by the increased screenings.

Status: 01/24/2023 Referred to the House Committee on Homeland Security.

Position: Watch (04/06/2023)

*Shaded text represents new or updated legislative information

House Bills from Previous Report

Legislation/Topic

H.R. 346 (Stauber) The NOTAM Improvement Act of 2023

Background/Summary

The bill aims to enhance the Notice to Air Missions (NOTAM) system for pilots. It would establish a Federal Aviation Administration (FAA) task force to determine what updates should be made to the NOTAM system and provide greater government oversight. These improvements will focus on stability, resiliency, and cybersecurity protections of the system.

Anticipated Impact/Discussion

San Diego International Airport relies on the NOTAM system to receive updates about situations relating to weather, infrastructure, ground conditions or anything else that may affect the safety of flight. Optimizing NOTAM would ensure safer flight routes and help prevent mass system shutdowns. The Authority's legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

Status: 01/26/2023 – Received in the Senate and referred to the Senate Commerce, Science, and Transportation.

Position: Watch (02/02/2023)

*Shaded text represents new or updated legislative information

New Senate Bills

Legislation/Topic

S.66 (Klobuchar) the NOTAM Improvement Act.

Background/Summary

The bill would require the Federal Aviation Administration (FAA) to establish a task force to strengthen the resiliency and cybersecurity of the Notice to Air Missions (NOTAM) system. The task force would include representatives from air carriers, airports, and airline pilots, aircraft dispatchers, and FAA personnel unions, as well as aviation safety and cybersecurity experts. It is the companion legislation to H.R. 346 which was introduced by Rep. Stauber.

Anticipated Impact/Discussion

San Diego International Airport relies on the NOTAM system to receive updates about situations relating to weather, infrastructure, ground conditions or anything else that may affect the safety of flight. Modernizing NOTAM would ensure safer flight routes and help prevent mass system shutdowns or collisions. The task force would additionally assist with improving government oversight and cybersecurity.

Status: 03/22/2023 Reported favorably out of the Committee on Commerce, Science, and Transportation.

Position: Watch (04/06/2023)

*Shaded text represents new or updated legislative information

Senate Bills from Previous Report

None

*Shaded text represents new or updated legislative information

Staff Report

Meeting Date: April 6, 2023

Subject:

Approve and Authorize the President/CEO to execute an Agreement with Serco Management Services Inc., to Provide Ramp Control Facility Services at San Diego International Airport.

Recommendation:

Adopt Resolution No. 2023-0028, approving and authorizing the President/CEO to execute an agreement with Serco Management Services Inc. to provide Ramp Control Facility Services for three (3) years, with options for two (2) one-year extensions exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$4,289,904.

Background/Justification:

On December 7, 2009, the FAA Tower Manager issued a letter to the Director of Airside Operations stating that the ten (10) new gates, taxi-lane and Remain Over Night (RON) parking ramps associated with the Terminal Development Program (Greenbuild) were not visible from the Tower, and therefore the FAA would not accept control responsibility for the area. As a result of that letter, the Airport Authority issued an RFP and selected Serco Management Services Inc. (Serco) to provide Ramp Control Services between April 15, 2013 and April 14, 2018. Given the success of the Ramp Control Facility (RCF), the FAA requested that the number of gates under ramp control be increased from ten (10) to twenty-four (24). This was implemented in February of 2015 and resulted in the RCF expanding ramp control services to gates 23, 25, 27, 29 and 31 within Terminal Two East and Gates 33 through 51, including both the West and Island RON ramps at Terminal Two West. In December of 2017 the Authority issued a second RFP to solicit for qualifying companies to provide ramp control services, and Serco was unanimously selected and approved by the Board in March of 2018.

On January 11, 2023, the Authority issued a Request for Proposals (RFP) soliciting proposals from qualified companies to provide professional ramp control services. The RFP specifications required that two controllers be on duty from 6:00 AM to midnight daily, and one Supervisor be on duty from 8:00 AM to 5:00PM Monday through Friday. On February 8, 2023, the Authority received three (3) proposals from the following firms:

1. CI2 Aviation
2. Dynamic Science Inc.
3. Serco

An interview panel, comprised of the Authority's Airside & Terminal Resource Systems Manager, two Senior Airside Operations Duty Managers, and one Airside Operations Duty Manager II conducted a thorough review of the proposals. The interview panel interviewed all three firms, scoring each on: (1) organization experience and skill; (2) primary staff; and (3) work plan. Procurement provided scoring for the cost / fees and small business, local business, and veteran owned small business preference.

Following are the interview rankings:

Rankings	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Total	Rank
CI2 Aviation	3	3	3	3	12	3
Dynamic Science Inc.	2	2	2	2	8	2
Serco	1	1	1	1	4	1

Combined Scores	SB/LB/VOSB Preference	Cost / Fees	Organization Experience & Skill	Primary Staff	Work Plan	Total
CI2 Aviation	0	560	780	675	600	2615
Dynamic Science Inc.	0	800	990	725	775	3290
Serco	0	800	1110	750	850	3510

Based upon the ranking scores above, the interview panel made the determination that Serco was best qualified to continue to staff and operate the RCF. The panel unanimously rated Serco highest across all of the evaluation criteria and they also had the lowest proposed contract cost.

Serco is the third largest air navigation service provider globally with over 75 years of experience in performing Air Traffic Control operations, including VFR Towers, Radar Approach Control, Enroute Center, and Ramp Control functions, around the globe. They have provided aviation services in San Diego County since 1999 by staffing the VFR Towers at both Brown Field and Ramona Airport and have provided ramp control services at SAN since 2013. The performance by Serco during the current contract period has been outstanding with the RCF staff providing non-movement area advisories to 70,169 aircraft operations in 2022. The Serco staff are all well trained, ex-FAA Air Traffic Controllers; and are managed by a supervisor with over 41 years of air traffic control experience.

Therefore, staff recommends that the Board approve and authorize the President/CEO to execute an agreement with Serco Management Services Inc. to provide Ramp Control Services for three (3) years, with options for two (2) one-year extensions exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$4,289,904.

Fiscal Impact:

Adequate funding for the Agreement with Serco Management Services Inc. for the Ramp Control Services is included in the adopted FY 2023 and conceptually approved FY 2024 Operating Expense Budget within the Airfield Cost Center.

Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

Application of Inclusionary Policies:

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses,

historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs or policy named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore; at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses, service disabled/veteran owned small businesses, and local businesses. Policy 5.12 provides a preference of up to seven percent (7%) in the award of selected Authority contracts and when selection is based on a scoring matrix the resulting points shall be added to the total points, provided that it does not exceed the total allowable preference.

In accordance to Policy 5.12, the recommended firm Serco Management Services Inc. did not receive small business, local business, and service disabled/veteran owned small business preference.

Prepared by:

DEAN ROBBINS
MANAGER / AIRSIDE OPERATIONS

RESOLUTION NO. 2023-0028

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH SERCO MANAGEMENT SERVICES INC. TO PROVIDE RAMP CONTROL FACILITY SERVICES FOR THREE (3) YEARS, WITH OPTIONS FOR TWO (2) ONE YEAR EXTENSIONS EXERCISABLE AT THE SOLE DISCRETION OF THE PRESIDENT/CEO, IN AN AMOUNT NOT TO EXCEED \$4,289,904

WHEREAS, the Ramp Control Facility was constructed as part of the Green Build Project to provide a facility from which controllers could provide ramp control services, and

WHEREAS, on January 11, 2023, the San Diego County Regional Airport Authority ("Authority") issued a Request for Proposals (RFP) soliciting proposals from qualified companies to provide professional ramp control services, and

WHEREAS, on February 8, 2023, the Authority received three proposals from prospective firms; CI2 Aviation, Dynamic Science Inc., and Serco Management Inc. in response to the RFP; and

WHEREAS, the Interview Panel was comprised of the Authority's Airside & Terminal Resource Systems Manager, two (2) Senior Airside Operations Duty Managers, and one Airside Operations Duty Manager II; and

WHEREAS, the Interview Panel interviewed all three firms and based the scoring criteria on: (1) organization experience and skill (2) primary staff: (3) work plan; and (4) compensation/fees; and

WHEREAS, based upon the ranked scores, the Interview Panel made the determination that Serco Management Services Inc. is best qualified to staff and operate the ramp control facility.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an agreement with Serco Management Services Inc. to provide Ramp Control Facility Services for three (3) years, with options of two (2) one-year extension exercisable at the sole discretion of the President/CEO, in an amount not to exceed \$4,289,904.

BE IT FURTHER RESOLVED that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 6th day of April, 2023, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Board Communication

Date: April 6, 2023
To: Board Members
From: Tony R. Russell, Director, Board Services/ Authority Clerk
Subject: Business and Travel Expense Reimbursement Reports for Board Members, President/CEO, Chief Auditor and General Counsel When Attending Conferences, Meetings, and Training at the Expense of the Authority

Authority Policy 3.30 (3)(b) and (4) require that travel and business expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved or pre-approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

The attached reports are being presented to comply with the requirements of Policy 3.30.

OUT OF TOWN TRAVEL REQUESTS

Kim Becker

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
OUT-OF-TOWN TRAVEL REQUEST**

GENERAL INSTRUCTIONS:

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BU6
 Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 02/22/2023 DATE OF DEPARTURE/RETURN: 05/03/2023 / 05/05/2023

DESTINATION / BUSINESS PURPOSE:

Destination: New Orleans, LA Business Purpose: ACI Governance Review Committee Meeting

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>750.00</u>
• Rental Car	\$ _____
• Other Transportation (<i>Taxi, TNC, Train, Bus</i>)	\$ <u>100.00</u>
• Auto (<i>Gas, Parking/Tolls, Mileage</i>)	\$ _____
B. Lodging	\$ <u>700.00</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>)	\$ <u>222.00</u>
D. Seminar and Conference Fees	\$ _____
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>1,772.00</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J. Becker Date: 2/22/23

CERTIFICATION BY ADMINISTRATOR (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, certify that this document was approved
 (Name of Clerk)
 by the Executive Committee at its _____ meeting.
 (Meeting Date)

Casey Diane

From: Becker Kim
Sent: Monday, February 20, 2023 11:57 AM
To: Casey Diane
Subject: Fwd: ACI-NA Governance Review Committee meeting in New Orleans

FYI

Begin forwarded message:

From: Pablo Nuesch <PNuesch@airportscouncil.org>
Date: February 20, 2023 at 7:12:19 AM MST
To: Kevin Dolliole <kevind@flymsy.com>, Joyce Carter <joyce.carter@hiao.ca>, gallantj@yfcfredericton.ca, geoff.dickson@victoriaairport.com, swilcox@oshawa.ca, Becker Kim <kbecker@san.org>, Brian.Ryks@mspmac.org, BFrancis@portoakland.com, gkelly <gkelly@flysav.com>, fmiller@bur.org, dedwards@gspairport.com, bpreed@burnsmcd.com
Cc: Sam Samaddar <ssamaddar@kelowna.ca>, "Kevin M. Burke" <KBurke@airportscouncil.org>, Monette Pasher <monette.pasher@cacairports.ca>, Matt Cornelius <MCornelius@airportscouncil.org>, Jon Hockman <jhockman@mckinley-advisors.com>, Susan Davis <sdavis@mckinley-advisors.com>, Daniela Barrios <dbarrios@mckinley-advisors.com>
Subject: ACI-NA Governance Review Committee meeting in New Orleans

Good morning,

As you will remember, the last meeting of the Governance Review Committee will be in-person in New Orleans, starting at midday on Thursday, May 4, and ending at midday the following day, Friday, May 5, 2023. The meeting will be held at the Omni Royal Orleans, and we have arranged for a block of rooms at the hotel. If you want to stay at that hotel, please use the following link to make your reservations:

<https://www.omnihotels.com/hotels/new-orleans-royal-orleans/meetings/aci-na-governance-committee-meeting-04302023>

We will forward additional details as the meeting date approaches. In the meantime, let me know if you have any questions or run into any issues when making your reservations.

Rgds.
Pablo



**AIRPORTS COUNCIL
INTERNATIONAL**

Pablo O. Nüesch

General Counsel

Airports Council International – North America

1615 L Street NW, Suite 300 | Washington, DC 20036

Main 202.293.8500 | **Direct** 202.293.4543

Fax 202.331.1362

pnuesch@airportscouncil.org | www.airportscouncil.org

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FY 2023 Per Diem Rates for New Orleans, Louisiana

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New Orleans	Orleans / Jefferson Parishes	\$74	\$17	\$18	\$34	\$5	\$55.50

Amy Gonzalez

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
OUT-OF-TOWN TRAVEL REQUEST**

GENERAL INSTRUCTIONS:

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: Amy Gonzalez Department: 15
 Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 3/8/2023 DATE OF DEPARTURE/RETURN: 5/21/2023 / 5/27/2023

DESTINATION / BUSINESS PURPOSE:

Destination: Aventura, FL Business Purpose: ACI – 2023 Legal Affairs Spring

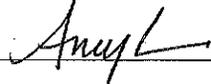
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>		\$ 1,000
• Rental Car		\$
• Other Transportation (Taxi, TNC, Train, Bus)		\$ 100
• Auto (Gas, Parking/Tolls, Mileage)		\$
B. Lodging		\$ 2,100
C. Meals and Incidental Expenses (<u>Per Diem</u>)		\$ 325
D. Seminar and Conference Fees		\$ 1,100
E. Entertainment		\$
TOTAL PROJECTED TRAVEL EXPENSES		\$ 4,625

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature:  Date: 3/8/2023

CERTIFICATION BY ADMINISTRATOR (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, certify that this document was approved
(Name of Clerk)
 by the Executive Committee at its _____ meeting.
(Meeting Date)

TRAVEL EXPENSE REINBURSEMENT

Kim Becker

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor
 (To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. Attach all required supporting documentation. All receipts must be detailed (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

Policy 3.30 - Business and Travel Expense Reimbursement

Business and Travel Reimbursement Guidelines

Employee/Trip Information		Date: _____	
Name:	<u>Kimberly J. Becker</u>	Dept:	<u>6 - Executive Division</u>
Departure Date:	<u>3/11/2023</u>	Return Date:	<u>3/17/2023</u>
Destination:	<u>Tokyo, Japan</u>	Report Due:	<u>4/16/23</u>
Business Purpose:	<u>Visit California Trade Mission & JAL Air Service Visit</u>		

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		3/11/23 Saturday	3/12/23 Sunday	3/13/23 Monday	3/14/23 Tuesday	3/15/23 Wednesday	3/16/23 Thursday	3/17/23 Friday	
Air Fare, Railroad, Bus	7,159.25								-
Conference Fees	2,500.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		307.65	309.30	279.90	312.86	311.81	312.56		1,834.08
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
	\$ 9,659.25								\$1,834.08

Expense items included in Per Diem:

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

	GSA Per Diem for Domestic		US Dept of State Per Diem for International							
	Enter Daily Per Diem Rate		3/11/23 Saturday	3/12/23 Sunday	3/13/23 Monday	3/14/23 Tuesday	3/15/23 Wednesday		3/16/23 Thursday	3/17/23 Friday
Breakfast	\$19.00			19.00	19.00	19.00		19.00	19.00	95.00
Lunch	\$31.00			31.00				31.00	31.00	93.00
Dinner	\$50.00		50.00	50.00		50.00	50.00			200.00
Incidentals	\$25.00		25.00	25.00	25.00	25.00	25.00	25.00	25.00	175.00
Total M&IE	\$125.00									
Approved Meal Exception Above Per Diem Rate ¹										
Total Meal and Incidentals Expenses			\$ 75.00	\$ 125.00	\$ 44.00	\$ 94.00	\$ 75.00	\$ 75.00	\$ 75.00	563.00

Explanation: Substantiation for exception should be attached	Trip Grand Total	12,056.33
	Less Cash Advance (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	9,659.25
	Due Traveler - if positive amount, prepare check request	
	Due Authority - if negative, attach check payable to SDCRAA	\$2,397.08

Note: Send this report to Accounting even if the amount is \$0.

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certifies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext: 2445
 Traveler's Signature: *Kimberly J. Becker* Date: 3/22/23

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)

I, _____ hereby certify that this document was approved by the Executive Committee at it's meeting on _____
 Clerk Signature: _____ Date: _____

Confirmation

Thank You! Your payment has been made.

San Diego County Regional Airport Authority

Payment Date	1/23/2023
Payment Method	Visa ****6785
Total Payment	\$2,500.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Monday, January 23, 2023 5:00 PM PST will be posted on Monday, January 23, 2023. Payments confirmed after Monday, January 23, 2023 5:00 PM PST will be posted on Tuesday, January 24, 2023.

If you have any further questions about payments to Visit California, please contact our office at Debi Himovitz.

Account Number	Confirmation #	Statement Date	Bill Invoice No	Due Date	Amount Due	Payment Amount
***7535	3129575223	1/6/2023	SIN187080	1/26/2023	\$2,500.00	\$2,500.00



San Diego County Regional Airport Authority

3225 N Harbor Dr.
San Diego, CA
92101

Customer ID	3007535
Invoice Number	SIN187080
Invoice Date	1/6/2023
Due Date	2/6/2023

Line #	Product Name	Quantity	Unit Price	Net Value
1	2023 CEO Mission – Japan Registration for Kim Becker	1	\$2,500.00	\$2,500.00
Invoice Total				\$2,500.00

Payment Instructions

Pay Online:

Please pay online at <https://www.payerexpress.com/ebp/VCA/> using your **Customer ID** and **Billing Zip Code** found on this invoice.

Pay By Electronic Funds Transfer:

Please remit payment to the following:

Bank Name: PNC BANK, N.A.

Beneficiary Name: California Travel and Tourism Commission

Swift Code: PNCCUS33

Account Number: 3914708332

ACH Routing Number: 083009060

Wire Routing Number: 043000096

Pay By Check:

Please include the Customer ID and Invoice Number in the memo and send to:

Visit California

Attn: Finance Department

555 Capitol Mall, Ste 1100

Sacramento, CA 95814

For questions, please reach out via email at accountsreceivable@visitcalifornia.com or call (916) 319-5418.



Traveltrust
374 North Coast Highway 101
Encinitas, CA 92024
760-635-1700

Created 12/6/2022 2:41 PM PST

For a single calendar entry click [here](#)
Travel Itinerary

Passenger Names

BECKER/KIMBERLY JANE - 06

Traveltrust Business Hours are Monday-Friday 5am -5pm Pacific

Agency Reference Number: JMCFLG

CHECK IN FOR FLIGHT 24 HOURS PRIOR TO DEPARTURE

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

Travel requirements are being updated constantly, please be sure to check with your airline or CDC.gov for the latest in travel requirements and restrictions.

Japan Air Lines - Flight Number 0065		Confirmation: 4UE18U
Departure: Fri, 03/10/2023 11:55 AM Departure City: San Diego, CA (SAN) Departing Terminal: TERMINAL 2 Status: Confirmed	Arrival: Sat, 03/11/2023 4:45 PM Arrival City: Tokyo Narita, Japan (NRT) Arrival Terminal: TERMINAL 2 Class of Service: I - BUSINESS	Equipment: 788 Meal: Meals Travel Time: 11 hour(s) 50 minute(s) Add flight to Calendar Baggage Info Weather
Seat Assignments: BECKER/KIMBERLY JANE - 08G AISLE SEAT CONFIRMED FREQUENT FLYER NUMBER MTJ4330		

Japan Air Lines - Flight Number 0066		Confirmation: 4UE18U
Departure: Fri, 03/17/2023 5:05 PM Departure City: Tokyo Narita, Japan (NRT) Departing Terminal: TERMINAL 2 Status: Confirmed	Arrival: Fri, 03/17/2023 10:55 AM Arrival City: San Diego, CA (SAN) Arrival Terminal: TERMINAL 2 Class of Service: I - BUSINESS	Equipment: 788 Meal: Meals Travel Time: 9 hour(s) 50 minute(s) Add flight to Calendar Baggage Info Weather
Seat Assignments: BECKER/KIMBERLY JANE - 08G AISLE SEAT CONFIRMED FREQUENT FLYER NUMBER MTJ4330		

Invoice Detail

Name: BECKER/KIMBERLY JANE		
Japan Air	Issue Date: 12/6/2022	
Lines Ticket: 1317874605233		Amount: \$7,119.25
Invoice Number: 5642716		
Service Fee: 8900842494233	Issue Date: 12/6/2022	Amount: \$40.00
Your total has been charged to American Express ending In 1013		Total Fare:USD \$7,159.25

General Remarks

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED, BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT TO CHANGE IF NECESSARY. PER MANDATORY IATA RESOLUTION 830D YOUR CONTACT DETAILS HAVE BEEN GIVEN TO THE AIRLINES FOR FLIGHT MODIFICATIONS ONLY FOR EMERGENCY SERVICE FROM JAPAN-010-800-7373-7882 FOR TRAVEL TO THE JAPAN A US CITIZEN MUST HAVE A VALID PASSPORT AN ESTA MUST BE OBTAINED FOR TRAVEL TO THE USA PLEASE VISIT [HTTPS://ESTA.CBP.DHS.GOV/ESTA](https://esta.cbp.dhs.gov/esta) MOST COUNTRIES RECOMMEND YOUR PASSPORT BE VALID FOR AT LEAST 6 MONTHS BEYOND YOUR TRAVEL DATES. PLEASE CHECK WWW.TRAVEL.STATE.GOV FOR MORE DETAILS YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS

Thank you for choosing Traveltrust! TSA Guidance: a government issued photo id is needed for check-in. Please allow minimum 3-hour check-in for

ご利用明細書
STATEMENT

NAME Ms. KIMBERLY Becker



ROOM No. 3410 PAX 1

ARR. 2023/03/11 DEP. 2023/03/17

DATE	DETAIL	USD Room	ROOM No.	CHARGES	CREDIT	EXPLANATION	1
03/11	PACKAGE	\$ 307.65	3410	41,800			
03/12	PACKAGE	\$ 309.30	3410	41,800			
03/13	ROOM CHARGE	\$ 279.90	3410	37,800			
03/14	PACKAGE	\$ 312.86	3410	41,800			
03/15	PACKAGE	\$ 311.81	3410	41,800			
03/16	PACKAGE	\$ 312.50	3410	41,800			

GRAND TOTAL 256,800 (CONSUMPTION TAX 22,323)
(LOCAL TAX 1,200)

ISSUED NO. 031712113114 J 1 1 12 AL 01
23/03/17 12:57 HOT14466

SIGNATURE

RECEIPT

2023/03/17 031712113114

NAME Ms. KIMBERLY Becker

AMOUNT ¥256,800-

In Payment of ROOM CHARGE

The above sum was received by us.



Hotel Okura Tokyo Co.,Ltd
2-10-4, Toranomom Minato-ku, Tokyo 105-0001 Japan
TEL:+81-3-3582-0111 FAX:+81-3-3582-3707

Currency Converter

JPY Japanese Yen ▼

41,800

USD US Dollar ▼

✓
307.652

Switch ↔

Date



✓
11 March 2023



Preview interbank rate

+/- 0% ▼



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Currency Converter

JPY Japanese Yen

41,800

USD US Dollar

✓ 309.295

Switch ↔

Date



✓ 12 March 2023



Preview interbank rate

+/- 0% ▾



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Currency Converter

JPY Japanese Yen ▼

37,800

USD US Dollar ▼

✓
279.901

Switch ↔

Date



✓
13 March 2023



Preview interbank rate

+/- 0% ▼



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Currency Converter

JPY Japanese Yen ▼

41,800

USD US Dollar ▼

✓ 312.861

Switch ↔

Date



✓ 14 March 2023



Preview interbank rate

+/- 0% ▼



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Currency Converter

JPY Japanese Yen ▼

41,800

USD US Dollar ▼

✓ 311.806

Switch ↔

Date



✓ 15 March 2023



Preview interbank rate

+/- 0% ▼



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.



Currency Converter

JPY Japanese Yen

41,800

USD US Dollar

✓ 312.563

Switch ↔

Date



✓ 16 March 2023



Preview interbank rate

+/- 0% ▾



OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.





**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

**JAPAN: Tokyo City
Publication Date: 03/01/2023**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
JAPAN	Tokyo City	01/01	12/31	278	125	403	View	02/01/2023

Foreign Per Diem
Rates - 2023

B L D I

\$107	16	27	43	21
\$108	16	27	43	22
\$109	16	27	44	22
\$110	17	27	44	22
\$111	17	28	44	22
\$112	17	28	45	22
\$113	17	28	45	23
\$114	17	29	45	23
\$115	17	29	46	23
\$116	17	29	47	23
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24
\$122	18	31	49	24
\$123	18	31	49	25
\$124	19	31	49	25
\$125	19	31	50	25
\$126	19	32	50	25
\$127	19	32	51	25
\$128	19	32	51	26
\$129	19	32	52	26
\$130	20	32	52	26
\$131	20	33	52	26
\$132	20	33	53	26
\$133	20	33	53	27
\$134	20	34	53	27
\$135	20	34	54	27
\$136	20	34	55	27
\$137	21	34	55	27
\$138	21	35	55	27
\$139	21	35	56	27
\$140	21	35	56	28
\$141	21	35	57	28
\$142	21	36	57	28
\$143	21	36	57	29
\$144	22	36	57	29
\$145	22	36	58	29
\$146	22	37	58	29

Tokyo, Japan ✓

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
OUT-OF-TOWN TRAVEL REQUEST**

GENERAL INSTRUCTIONS:

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BU6
 Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 11/29/2022 DATE OF DEPARTURE/RETURN: 03/11/2023 / 03/15/2023

DESTINATION / BUSINESS PURPOSE:

Destination: Tokyo, Japan Business Purpose: Visit California Trade Mission to Japan & JAL Air Service Visit

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input checked="" type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>4,000.00</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>900.00</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>)	\$ <u>500.00</u>
D. Seminar and Conference Fees	\$ <u>2,500.00</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>8,100.00</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: _____ Date: _____

CERTIFICATION BY ADMINISTRATOR (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: Kimberly J. Becker Date: 11/29/22

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Arely Valenzuela, Assistant Authority Clerk I, certify that this document was approved
(Name of Clerk)

by the Executive Committee at its 12/22/2022 meeting.
(Meeting Date)

Casey Diane

From: Gil Cabrera <gil@cabrerafirm.com>
Sent: Tuesday, November 29, 2022 10:01 AM
To: Casey Diane
Subject: Re: Kim Becker - Travel Approval Request

Approved.

Gil Cabrera, Esq.
The Cabrera Firm, APC
600 West Broadway, Suite 700
San Diego, CA 92101
v. 619.500.4880
f. 619.785.3380
e. gil@cabrerafirm.com
www.cabrerafirm.com

Sent from my iPad

CONFIDENTIAL

This e-mail was sent by a law firm and may contain information that is privileged or confidential. If you are not the intended recipient, please delete the e-mail and any attachments without reading, printing, copying or forwarding it, and please notify us.

From: Casey Diane <dcasey@san.org>
Date: Tuesday, November 29, 2022 at 8:36 AM
To: Gil Cabrera <gil@cabrerafirm.com>
Subject: Kim Becker - Travel Approval Request

Hi Gil,

Would you please review and pre-approve the attached travel approval request for Kim? While the trip is not until March, we've seen that for the JAL flights to Tokyo there are a very limited number of seats remaining. In order to get Kim a seat and better pricing, I'd like to book the seats this week. I will submit this form to the Executive/Finance Committee for their approval at the December meeting.

Thanks and take care, Di

Diane Casey
Executive Assistant
Office 619.400.2445 | Cell 609.440.7479
dcasey@san.org



2023 Lieutenant Governor Trade Mission Itinerary

Tourism Track

March 12-15, 2023

Saturday, March 11

California to Tokyo

Dress Code: Travel Comfort

Delegation Departures

Sunday, March 12

Tokyo

Dress Code: Business Casual

Delegate Arrivals

Upon arrival to Haneda or Narita International Airports, delegates will have pre-arranged private transfers to The Okura Tokyo hotel.

Check In

The Okura Tokyo

2 Chome-10-4 Toranomon, Minato City, Tokyo 105-0001
theokuratokyo.jp/en/

7:30 - 9:00 p.m.

Welcome Reception

The Okura Tokyo, L'Etoile Room, 41st Floor
Tourism delegates will join the full GO-Biz California delegation for a welcome reception featuring sushi, Japanese beer and California wines. Approximately 100 people are expected.

Monday, March 13

Tokyo

Dress Code: Business

7:00 – 7:45

Breakfast on own

8:00-10:00 a.m.

Delegation Briefing

The Okura Tokyo, Maple Room, 7th Floor



The full Go-Biz California delegation will receive a detailed briefing during this breakfast program. The Lieutenant Governor Kounalakis and Director Myers will deliver a welcome and set the stage for the days ahead. Delegates will also receive a full Japanese market briefing.

- 9:30 - 10:30 a.m.** **Japanese Government Briefings/Bilateral Meetings**
TBD Japanese government offices
- 11:00 a.m. - 2:30 p.m.** **California-Japan Networking Luncheon & Climate Summit**
Hilton Tokyo
Tourism Track focus likely on sustainable aviation, decarbonization of industries and other relevant topics; approximately 250 participants expected.
- 2:30 - 3:30 p.m.** **Return to Hotel**
Brief break
- 5:00 - 7:00 p.m.** **U.S. Ambassador's Welcome Reception**
U.S. Ambassador's Residence
- 7:30 - 9:00 p.m.** **Tourism Delegation Dinner**
Nobu Tokyo

Tuesday, March 14

Tokyo

Dress Code: Business

Morning

Breakfast on Own

10:30 - 11:45 a.m.

JATA Outbound Travel Committee Roundtable

The Edition Tokyo, Toranomom Meeting Studio I & II, 2nd Floor

Lieutenant Governor Kounalakis and Director Myers will participate in this specialized Tourism Track engagement along with Japan Association of Travel Agents' leadership and members. The number of JATA members will parallel the number of California tourism delegates to ensure a manageable and meaningful discussion for all parties. Simultaneous interpretation will be provided, and the agenda topics will be preset. JATA plans to distribute a joint media statement following the event.



12:00 p.m. - 1:45 p.m.

Media Luncheon Co-hosted by California Grown & California Wine Institute

The Edition Tokyo, Toranomom Meeting Studio III & IV
Visit California's Caroline Beteta and CDFA Secretary Karen Ross will deliver welcome remarks. Culinary Consultant Ema Koeda will introduce the specially prepared menu and deliver a presentation on the sustainable culinary movement in California. Approximately 25 food, wine and lifestyle media will be in attendance. Consecutive interpretation will be provided of the welcome remarks only; Koeda's presentation will be in Japanese.

12:15 - 1:45 p.m.

Airline Summit Luncheon

The Edition Tokyo, Toranomom Meeting Studio I & II
This luncheon program will provide an opportunity for gateway CEOs to meet with representatives of the seven airlines serving California.

1:45 - 3:15 p.m.

Return to Hotel

Brief Break

3:30 - 4:30 p.m.

Visit California Press Conference

The Okura Tokyo, L'Etoile Room, 41st Floor
The Lt. Governor and Director Myers will join Visit California's CEO Caroline Beteta to address media and announce new California campaigns and MOUs with Japanese companies. Simultaneous interpretation will be provided. 15-20 media are expected, including a livestream by Asahi Digital newspaper.

4:30 - 5:10 p.m.

Caroline Beteta and CEO Media Interviews

The Okura Tokyo, Meteore & Lumiere Rooms, 41st Floor
Pre-assigned, 10-minute 1:1 interviews with Tourism Track CEOs. Translators will be available.

6:00 - 6:30 p.m.

VVIP Trade & Airline Reception

The Okura Tokyo, Victoria Room, 2nd Floor
Exclusive, intimate networking opportunity with Lieutenant Governor Kounalakis, Director Myers and Caroline Beteta for key VIPs and Tourism CEOs.

6:30 - 8:30 p.m.

Taste of California Showcase & Reception



The Okura Tokyo, Orchard Room
Tourism, agriculture and wine industry clients will join government officials and the full GO-Biz delegation for a Taste of California dinner program featuring a Japanese celebrity emcee. The California-inspired menu will be paired to California wines and showcase the Golden State's diverse destinations and products. Formal remarks will be delivered by the Lt. Governor, Visit California's Caroline Beteta, Dee Dee Myers of Go-BIZ and CDFA's Karen Ross. California artist David Garibaldi will provide the live entertainment and a lucky draw will further illuminate Tourism Track delegate's product and experiences.

Wednesday, March 15 Tokyo

Dress Code: Business

8:00 - 9:00 a.m.	Delegation Wrap Up Breakfast The Okura Tokyo (TBD)
9:00 - 10:00 a.m.	DMO Educational Panel The Okura Tokyo (TBD) <i>Visit California Japan will curate an informative panel for Tourism Track CEOs. Potential topics/specialists include ANA Neo GranWhale metaverse and Japan DMO leaders (e.g. Osaka World Expo 2025 presentation, Tokyo CVB post-Olympics presentation, other TBD)</i>
	Hotel Check Out
11:00 a.m. -12:00 p.m.	Visit California Out of Home Site Visits Shibuya Neighborhood <i>Tourism Track delegates will take a tour of Visit California's consumer activation including a large-screen billboard takeover of main Shibuya Crossing, a travel agency takeover and retail store takeover.</i>
12:00 - 1:30 p.m.	Optional Tourism Delegation Lunch Shibuya Yokochō (Traditional Japanese street foods such as ramen, yakitori in street restaurant atmosphere)
Afternoon	Airport Departures



**Lt. Governor's Trade Mission / Visit California's CEO Mission to Japan
California Delegate Roster**

**Beverly Hills Conference & Visitors
Bureau**

Julie Wagner
CDME & CEO
wagner@lovebeverlyhills.com
www.beverlyhills.com

Casa De Fruta Parkway, LLC

Gene Zanger
Partner
Chair, Visit California Board
gene@casadefruta.com
www.casadefruta.com

Visit Greater Palm Springs

Scott White
President & CEO
scott@visitgreaterps.com
www.visitgreaterpalmsprings.com

Los Angeles Tourism & Convention Board

Adam Burke
President & CEO
aburke@latourism.org
www.discoverlosangeles.com

Visit Napa Valley

Linsey Gallagher
President & CEO
linsey@visitnapavalley.com
www.visitnapavalley.com

Visit Newport Beach

Gary Sherwin
President & CEO
gary@newportbeachandco.com
www.visitnewportbeach.com

Ridgmont Hospitality

Sima Patel
CEO
Chief Fiscal Officer
www.ridgmonthospitality.com

**San Diego County Regional Airport
Authority**

Kim Becker
President & CEO
www.san.org

San Diego Tourism Authority

Julie Coker
President & CEO
jcoker@sandiego.org
www.sandiego.org

Visit Santa Barbara

Kathy Janega-Dykes
President & Chief Executive Officer
kathvid@santabarbaraca.com
www.santabarbaraca.com

Santa Monica Travel & Tourism

Misti Kerns
CMP, CDME, President & CEO
mkerns@santamonica.com
www.smccvb.com

Visit SLO CAL

Chuck Davison
President & CEO
chuck@slocal.com
www.slocal.com

Visit California

Caroline Beteta
President, CEO & Director of Tourism
cbeteta@visitcalifornia.com

Leona Reed
AVP Global Marketing
lreed@visitcalifornia.com

Ryan Becker
VP of Communications

Stephanie DeVries
Director of Executive Operations
sdevries@visitcalifornia.com